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TAB B

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MEMORANDUM FOR: Chairmen, Career Service Panels

SUBJECT: Assignment of DD/P Personnel

25X1A

REFERENCE:

[REDACTED]

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1. [REDACTED]

Service," fixes responsibility for the assignments of CS/CS personnel, and the training and qualifications of these individuals, upon the appropriate Career Service Panel. It is recognized, however, that members of the Career Service Panels, serving in an ex officio capacity do not find it convenient to carefully screen the qualifications of every CS/CS assignee. To assist the Career Service Panel in this very necessary function, it is my desire that the following procedures be adopted:

- a. Effective immediately, all proposed assignments of CS/CS operational personnel will be submitted by the Operating Divisions to the appropriate Career Service Panels at least six months in advance of the time the assignment is to be effective. Submissions will include the name of the prospective assignee, a description of the duties he will perform and a brief resume of his operational experience and training record.

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b. The Career Service Panels will call upon the assistance of the DDP/TRO and the Special Staffs to screen the training and qualifications of proposed assignees and make specific recommendations for interim training to be concluded prior to Panel action approving transfer requests. Panel chairmen may approve exceptions, but I would hope these would be held to a minimum.

c. Basic training in all three mission activities (CA, FI and CI) is a prerequisite for assignments involving supervision of selected operations at or above the Branch Chief or Base Chief level. Experience will not serve in lieu of training. It is my wish that officers deficient in training, who now hold supervisory positions, be scheduled for instruction prior to reassignment or promotion. Exceptions may be made in the case of lateral transfers and promotions in the field.

**Richard M. Bissell, Jr.
Deputy Director
(Plans)**